



CORPORATION OF THE
DISTRICT OF TOFINO

District of Tofino Fees and Charges Bylaw No. 1271, 2019

Effective Date – October 8, 2019

Consolidated for Convenience Only

This is a consolidated version of the parent bylaw that incorporates changes made pursuant to the following amendment bylaws:

Amendment Bylaw	Effective Date
Bylaw No. 1271.01, 2020	May 26, 2020
Bylaw No. 1271.02, 2020	June 15, 2020
Bylaw No. 1271.03, 2020	October 27, 2020
Bylaw No. 1271.04, 2021	March 9, 2021
Bylaw No. 1271.05, 2021	July 15, 2021
Bylaw No. 1271.06, 2021	August 24, 2021
Bylaw No. 1271.07, 2022	July 12, 2022

This consolidation is for convenience and reference purposes only. Persons making use of this consolidated version of Bylaw No. 1271 are advised that it is not a legal document. For the purposes of interpreting and applying the law, the original Bylaw No. 1271 and all amending bylaws must be consulted.

Bylaw numbers appearing in the margin of this consolidated version refer to the applicable amendment bylaw.

DISTRICT OF TOFINO

BYLAW NO. 1271, 2019

A bylaw to establish fees and charges for services provided by the District of Tofino.

WHEREAS pursuant to the *Community Charter*, a council may impose fees in respect of all or part of a service, the use of municipal property, the exercise of the municipality’s authority to regulate, prohibit or impose requirements, and in relation to fire and security alarm systems;

AND WHEREAS the Council of the District of Tofino wishes to establish administrative fees and charges related to the provision of services and information to the public;

NOW THEREFORE the Council of the District of Tofino, in open meeting, enacts as follows:

1. Name

The name of this Bylaw for citation purposes is “District of Tofino Fees and Charges Bylaw No. 1271, 2019.”

2. Definitions

In this Bylaw:

Council means the District of Tofino Council;

District means the Corporation of the District of Tofino;

Due Date means the date shown on the invoice which shall be no less than thirty days (30) from the invoice date to fall on a date that the District Administration Office is regularly open.

3. Administration

(1) Fees charges by the District of Tofino for applications received, services rendered, and goods supplied shall be in accordance with the requirements of Schedule A – Appendices 1-8 as attached to and forming part of this bylaw.

(2) A twenty percent (20%) administration fee shall be applied to charges identified as “actual costs”.

(3) All fees, rents or charges as set forth by this bylaw shall be due and payable on or before the due date. Where payment is not received on or before the due date, there shall be a payable penalty of ten percent (10%) applied to the amount shown on the invoice as current billing.

(4) Unless otherwise noted, all applicable taxes will be applied at time of sale/invoicing.

(5) The fees, rents and charges levied or imposed under the provisions of this bylaw as shown on Appendix 3 of this bylaw, in addition to any other remedies, may be levied, collected and recovered from the owner charged or used in the same manner and subject to the same incidents as taxes upon land and improvements.

4. Severability

If any provision of this Bylaw is held to be invalid by any court of competent jurisdiction, that provision shall be severed and its severance shall not affect the validity of the remainder of the Bylaw.

5. Repeal

“District of Tofino Administrative Fees, Terms and Conditions Bylaw No. 1153, 2011” is hereby repealed.

READ A FIRST TIME on September 10, 2019

READ A SECOND TIME on September 10, 2019

READ A THIRD TIME on September 10, 2019

ADOPTED on October 8, 2019

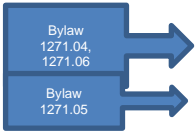
Josie Osborne, Mayor

Robert MacPherson, Corporate Officer

Schedule 'A'

District of Tofino Fees and Charges Bylaw No. 1271, 2019

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Schedule 'A'
District of Tofino Fees and Charges Bylaw No. 1271, 2019

Appendix 1 – Administrative Fees

Table 1. Copies, Data and Information Searches			
	Item/Service	Fee	Detail
1	Photocopying and Printing – up to 11" x 17"* <ul style="list-style-type: none"> • black and white (no charge up to 5 pages) • colour 	0.50	Per Page
		1.00	Per Page
2	Photocopying and Printing – Documents larger than 11" x 17"* <ul style="list-style-type: none"> • black and white • colour 	10.00	Per Page
		25.00	Per Page
3	Scanned electronic copies (no charge up to 5 pages)	0.25	Per Page
4	Independently Printed documents	Actual Cost	Plus 20%
5	Compact Disks*	Actual Cost	Plus 20%
6	USB*	Actual Cost	Plus 20%
7	LIDAR data (.shp)	\$15.00	Per Acre
		Consultant or Staff Wages and Benefits	Per Hour (Min. 1 hour)
8	Orthophoto data (.shp)	\$15.00	Per Acre
		Consultant or Staff Wages and Benefits	Per Hour (Min. 1 hour)
9	Due Diligence and Comfort Letters	\$75.00	For First Hour of Staff Time or Portion Thereof
		\$10.00	Per Subsequent 15 Minutes or Portion Thereof
10	Routinely Releasable Information Searches and Production of Information that involves staff time in excess of 15 minutes	\$10.00	Per subsequent 15 Minutes of Staff Time or Portion Thereof
11	Freedom of Information and Protection of Privacy Act Requests	In accordance with provincial regulation, as amended from time to time	

Table 2. Financial Services			
	Item/Service	Fee	Detail
1	NSF Returned Cheque Fee	\$35.00	Per Cheque
2	Property Tax and Utility Certificates (Current or Previous Year) <ul style="list-style-type: none"> • Non-Owner Request • Owner Request 	\$40.00	Per Folio
		No Charge	
3	Property Tax and Utility Certificates (Historical) Non-Owner or Owner Request	\$40.00	Per Folio No Charge for first 15 Minutes of Staff time
		\$10.00	Per subsequent 15 minutes of

			Staff Time or Portion Thereof
4	Legal fees and disbursements for the preparation, review or registration of documents required in respect of subdivision or development approvals, including without limitation covenants, statutory rights of way, subdivision servicing agreements and development works agreements	Actual Cost	Plus 20%
5	Financial Notice and Invoice Re-Prints	\$5.00	Per Notice
6	Postage – per shipping method chosen by applicant	Actual Cost	Plus 20%
7	A fee to administer the payment of property taxes by credit card.	2.5%	Fee percentage is applied to total property tax amount paid by credit card
8	Removal of Section 57 Notice on Title	\$500	Per Notice on Title

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Table 3. Miscellaneous			
	Item/Service	Fee	Detail
1	District Pins*	\$5.00	Per Pin

***Plus GST**

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Appendix 2 – Protective Services Fees

Table 1. Fire			
	Item/Service	Fee	Detail
1	Fire Department Truck Stand By - including operator	\$300.00	Per Hour (Min. 1 Hour)
2	False Alarm Attendance 1 st 2 nd in 12 month period 3 rd + in 12 month period	No Charge \$150.00 \$200.00	Per 12 Month Period
3	Fire Safety Inspection Routine Annual Inspection Re-inspection or non-routine inspection	No Charge \$100.00	Per 12 Month Period
4	Fire Safety Plan Review	\$50.00	Per Plan
5	Copies of Incident Reports	\$25.00	Per Report

Table 2. Bylaw			
	Item/Service	Fee	Detail
1	Motor Vehicle or Trailer Storage Fees - first 6 days	\$35.00	Per Day
2	Motor Vehicle or Trailer Storage Fees - after 6 days	\$20.00	Per Day
3	After - Hours Release of Impounded Vehicle	\$75.00	Per Vehicle Plus Bylaw Enforcement Staff Time
4	Impounded Equipment and Property Storage Fee	\$25.00	Per Occurrence
5	Towing Fee	Actual Cost	Plus 20%
6	Bylaw Enforcement Staff Time	Wages and Benefits	Per Hour (Min. 1 hour)

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Appendix 3 – Public Works Fees

Table 1. Public Works			
	Item/Service	Fee	Detail
1	Labour Time	Wages and Benefits	Per Hour (Min. 1 hour)
2	Machine Time <ul style="list-style-type: none"> • Backhoe • Gravel/Dump Truck • Pick-Up Truck • Lawn Tractor 	\$75.00 \$75.00 \$50.00 \$50.00	Per Hour (Min. 1 hour) Plus Applicable Labour Time For Operator
3	Water and Sewer Materials	Actual Cost	Plus 20%

Table 2. Water Modelling			
	Item/Service	Fee	Detail
1	Water Modelling	Actual Cost plus 10% administration fee	Any expense incurred by the District in water modelling will be charged back to the applicant.

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District of Tofino Fees and Charges Bylaw No. 1271, 2019

Appendix 4 – Recreation Fees

1. Criteria for the Establishment of Recreation Fees

- (1) The fees and charges for each recreation service may be based on one or more of the following:
 - (a) staff costs;
 - (b) materials, supplies, and equipment costs;
 - (c) direct maintenance and repair costs;
 - (d) cost recovery ratios established for the facilities;
 - (e) comparable charge rates for similar services offered by commercial outlets and other municipal organizations;
 - (f) status of the user or group of users as to their residence requirements; and/or
 - (g) financial ability of the user or group of users to pay for leisure services.

- (2) Within the constraints of the established fees and charges, the District of Tofino may adjust those fees and charges relating to general recreation programs in order to reflect the increases or reductions in the cost of such services as they occur.

2. Recreation Program Fees

- (1) Fees and charges for all recreation programs are established on the basis that the fees from a minimum number of program participants will offset the direct costs of the program. Direct costs include: instructor, program supplies, program equipment, bus rental, refreshments, etc.
- (2) Registration fees for programs led by a contracted instructor are split 80% instructor to 20% District of Tofino where the use of the community hall is required.
- (2.1) Registration fees for programs led by a contracted instructor are split 90% instructor to 10% District of Tofino where the use of the community hall is not required.
- (3) Subsidized program services may be provided for aquatics programs, youth or seniors programs.

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Table 1. Recreation Programming			
	Item/Service	Fee	Detail
1	Recreation Programming Fees	Varies	Established Annually
2	Cancellation Fee	5%	Per Program

Table 2. Recreation Van			
	Item/Service	Fee	Detail
1	Van Rental Booking Fee	\$10.00	Per Booking
2	Van Use	\$0.75	Per KM (plus gas)
3	Late Return Charge (based on agreed upon return date)	\$10.00	Per day
4	Cleaning Fee	\$100.00	Per Rental
5	Loss of Key Charge	\$350.00	Per Key
6	Fuel Charge	Actual Cost	Plus 20%

Table 3. Community Hall Fees		
	Item/Service	Fee
1	Main Hall Full Day Rental	\$450.00*
2	Main Hall (Hourly rate)	\$50.00*
3	Main Hall (Non Profit Hourly rate)	\$35.00*
4	Children's birthday parties (3hrs)	\$50.00*
5	Main Hall Kitchen Use ONLY (Hourly rate)	\$30.00*
6	Multi-Purpose Room Full Day Rental (over 8hrs)	\$350.00*
7	Multi-Purpose Room Half Day Rental (up to 8hrs)	\$250.00*
8	Multi-Purpose Room (Hourly rate)	\$35.00*

9	Multi-Purpose Room (Non Profit Hourly rate)	\$20.00*
10	Weddings (includes Kitchen Rental)	\$1,050.00*
11	Damage/cleaning deposits for events under 4hrs	\$250.00
12	Damage/cleaning deposits for events over 4hrs	\$500.00
13	Events including alcohol shall have an additional damage/ cleaning deposit	\$100.00
14	Events concluding past 10pm must pay the full day rental fee and are required to give a \$500.00 damage/cleaning deposit.	
15	Cancellations must be received 72 hours prior to rental time or renter will be subject to loss of damage deposit. Damage deposits must be received at least 5 business days prior to the event to secure facility bookings.	

Table 4. Equipment Rentals		
	Item/Service	Fee
1	Tables (per table)	\$7.00*
2	Plastic Folding Chairs (per chair/maximum 30 chairs)	\$2.00*

***Plus GST**

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Appendix 5 – Public Spaces, Cultural & Visitor Initiatives Fees

Table 1. Special Event Permit Fees

	Item/Service	Fee	Detail
1	Organizations outside of the District of Tofino	\$100.00	N/A
2	Events with fewer than 25 participants	\$75.00	Plus Damage/cleaning deposit \$100.00
3	Events with 25 – 75 participants	\$100.00	Plus Damage/cleaning deposit \$150.00
4	Events with 75 – 150 participants	\$125.00	Plus Damage/cleaning deposit \$500.00
5	Events with more than 150 participants	\$300.00	Plus Damage/cleaning deposit \$1000.00
6	Staff time in addition to permit processing	Wages and Benefits	Per Hour (Min. 1 hr)

Table 2. Filming Fees

The daily location fee is applied to each day or portion thereof, of production, and will not be pro-rated. The exact fee charged depends on a number of factors including production size, and length of stay.

	Production Crew Size	Application Fee	Daily Location Fees	Damage Deposit
1	1 – 6	\$150.00	\$500.00	\$500.00
2	7 – 15	\$375.00	\$1000.00	\$1000.00
3	16 – 30	\$750.00	\$1500.00	\$1500.00
4	31 – 99	\$2500.00	\$2000.00	\$2000.00
5	100+	\$3000.00	\$2500.00	\$2500.00

Table 3. Schedule of Discounts for Educational Films

Government	Non-Profit Organization/Student	Commercial
35%	50%	15%

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Appendix 6 – Community Children’s Centre Fees

Table 1. Childcare Fees

All fees are fixed and will not be prorated based on the number of hours a child attends the Community Children’s Centre.

Half Day and Full Day fees will increase annually on the same date and at the same rate as the negotiated annual union wage increase as per the Collective Agreement between the District of Tofino and CUPE Local 118.

	Service	Detail	Fee
1	Registration	Per child	\$25.00
2	Half Day (4 hours or less)	Toddler 30-36 months Child >36 months	\$44.34 \$36.96
3	Full Day (>4 hours up to 8.5 hours)	Toddler 30-36 months Child >36 months	\$72.21 \$60.18
4	After School Care (2:30pm – 5pm)	School Age Child	\$22.50
5	After School Pick up Fee		\$ 1.00

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Appendix 7-Development Application Fees

Table 1. Subdivision				
	2021	2022	2023	
Item/Service				Detail
Subdivision Application Fee	\$1750	\$1,785	\$1,821	Base price; includes bare land strata subdivisions
Fee for each lot being subdivided from parent property	\$300	\$306	\$312	Includes bare land strata subdivisions and air space parcels
Boundary Adjustment	\$750	\$765	\$780	-
Revised Preliminary Layout Review	\$750	\$765	\$780	When applied for within one year of original application
Preliminary Layout Review Extension	\$750	\$765	\$780	-
Approval of a Phased Strata Plan; or Amendment of Strata Plan	\$750	\$765	\$780	Price per phase; due upon Form P submission
Strata-Title Conversion	\$750	\$765	\$780	-
Air Space Parcel	\$750	\$765	\$780	-

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Table 2. Official Community Plan Amendment (Public Notice Fees apply)				
	2021	2022	2023	
Item/Service				Detail
OCP Amendment	\$4000	\$4,080	\$4,162	-

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Table 3. Public Notice				
	2021	2022	2023	
Item/Service				Detail
Public Notice Fees	\$500	\$510	\$520	- Refundable if Public Hearing notice is not distributed

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Table 4. Development Permits				
	2021	2022	2023	
Item/Service				Detail
Downtown DPA's	\$2000	\$2,040	\$2,081	-
Foreshore DPA	\$1000	\$1,020	\$1,040	- Fee reduced by 50% for applications concerning residentially zoned property.
Mud Flats DPA	\$1000	\$1,020	\$1,040	- Fee reduced by 50% for applications concerning residentially zoned property.
Riparian DPA	\$1000	\$1,020	\$1,040	- Fee reduced by 50% for applications concerning residentially zoned property.
Tourism Focus DPA	\$2000	\$2,040	\$2,081	-
Wildlife Habitat DPA	\$250	\$255	\$260	-
Cox Bay DPA	\$2000	\$2,040	\$2,081	- Fee reduced by 50% for applications concerning residentially zoned property.
Steep Slopes DPA	\$250	\$255	\$260	-

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Table 5. Zoning Amendments (Public Notice Fees apply)				
	2021	2022	2023	
Item/Service				Detail
Zoning Amendment, Lot up to and including 2 hectares	\$2000 plus \$5.00/m2 for new industrial or	\$2,040 plus \$5.00/m2 for new industrial or	\$2,081 plus \$5.00/m2 for new industrial or	- To a maximum of \$5,000.00; - Fee reduced by 50% for projects developed under a housing agreement that include at least 2 units of

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	commercial floor area.	commercial floor area.	commercial floor area.	affordable housing. Reduction in fees provided via a refund following adoption of zoning amendment.
Zoning Amendment, Lot over 2 hectares	\$3000 plus \$5.00/m ² for new industrial or commercial floor area.	\$3,060 plus \$5.00/m ² for new industrial or commercial floor area.	\$3,121 plus \$5.00/m ² for new industrial or commercial floor area.	<ul style="list-style-type: none"> - To a maximum of \$10,000.00; - Fee reduced by 50% for projects developed under a housing agreement that include at least 2 units of affordable housing. Reduction in fees provided via a refund following adoption of zoning amendment.
Zoning Amendment, Lot over 4 hectares	\$4000 plus \$5.00/m ² for new industrial or commercial floor area.	\$4,080 plus \$5.00/m ² for new industrial or commercial floor area.	\$4,162 plus \$5.00/m ² for new industrial or commercial floor area.	<ul style="list-style-type: none"> - To a maximum of \$15,000.00; - Fee reduced by 50% for projects developed under a housing agreement that include at least 2 units of affordable housing. Reduction in fees provided via a refund following adoption of zoning amendment.
Zoning Amendment, Lot over 8 hectares	\$5000 plus \$5.00/m ² for new industrial or commercial floor area.	\$5,100 plus \$5.00/m ² for new industrial or commercial floor area.	\$5,202 plus \$5.00/m ² for new industrial or commercial floor area.	<ul style="list-style-type: none"> - To a maximum of \$20,000.00; - Fee reduced by 50% for projects developed under a housing agreement that include at least 2 units of affordable housing. Reduction in fees provided via a refund following adoption of zoning amendment.

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Table 6. Development Variance Permits (Public Notice Fees apply)				
	2021	2022	2023	
Item/Service				Detail
Development Variance Permit Application	\$500	\$510	\$520	-

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Table 7. Temporary Use Permits (Public Notice Fees apply)				
	2021	2022	2023	
Item/Service				Detail
Temporary Use Permit	\$1500	\$1,530	\$1,561	-
Temporary Use Permit Renewal	\$750	\$765	\$780	-

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Table 8. Board of Variance (Public Notice Fees apply)				
	2021	2022	2023	
Item/Service				Detail
Board of Variance Application	\$250	\$255	\$260	-

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Table 9. Coastal Flood Plain				
	2021	2022	2023	
Item/Service				Detail
Coastal Flood Plain Exemption	\$300	\$306	\$312	-

Required third party or legal review by District of Tofino consultants	Actual cost	Actual cost	Actual Cost	Any expense incurred by the District in the review of a Coastal Flood Plain Exemption will be charged back to the applicant.
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Schedule "8"
ATTACHED TO AND FORMING PART OF
District of Tofino Fees and Charges Bylaw No. 1271.2019

Beach Pay Parking Permit Rates

Appendix 8 – Beach Pay Parking Permits	
Category	Rate (CAD)
Tofino Resident	\$0 per year
Ahousaht, Opitsaht, Esowista, Hesquiaht or Tyhistanis Resident	\$0 per year
All Other ACRD Residents	\$60 per year
Commercial Vehicle	\$120 per year

Appendix 8.1 – Misc. Pay Parking Permits		
System Component Charge	Element	Rate (CAD)
Monthly Frank Island Overnight Parking Permit	Frank Island resident only	\$50 per month (11:00 pm – 8:00 am)
Lynn/Chesterman Road Overnight Guest Parking Permit	Resident purchase only	\$20 per night (11:00 pm – 8:00 am)

All paid parking passes and fees are non-refundable.

Passes are registered to one licence plate and may be transferred once for an administration fee of \$25.00 CAD.

In determining eligibility for the Parking Permits above, the following definitions apply:

Tofino Resident – means a person who resides within the boundaries of the District of Tofino who has resided within the boundaries of the District of Tofino for at least 30 days.

Tofino Residential Property Owner – means a person who owns a residential property within the District of Tofino that does not meet the requirements of *Tofino Resident*.

Ahousaht, Opitsaht, Esowista, Hesquiaht, Tyhistanis Resident – means a person who resides in any one of these communities.

ACRD Resident – means a person who resides within the boundaries of the Alberni Clayoquot Regional District and who has resided within the boundaries of the Alberni Clayoquot Regional District for at least 30 days.